

MQA-4: THE 1C4 CAREER FIELD

PREREQUISITES: MQA-3

REQUIRED READING: 1C4 CFETP; AFI 13-102 and applicable sups

PURPOSE: Familiarize newly assigned Flight Commander's/ALO's with an overview of the career path, required training, and evaluation procedures for 1C4's. Note: The term Flight Commander will be used throughout this document and is synonymous with ALO.

Introduction: (Slide 2)

This lesson plan will outline what a newly assigned Flight Commander needs to know with regards to the 1C4X0 career field and enlisted career path. As the flight commander, the responsibility for leading the personnel and managing the assets rest directly on the flight commander's shoulders. Since the Flight Commander will be supervising and has overall responsibility for the members in their flight, it's imperative they understand the required training, documentation structure of the enlisted force and where to find information if the need arises. The following topics will be discussed:

- ☐ Master Job Qualification Standard (MJQS) and the AF Form 623, Individual Training Record
- ☐ Disposition and maintenance of the 623
- ☐ Career Development Course (CDC)
- ☐ 1C4X0 Specific Career Progression and Special Duty Pay
- ☐ Equipment Accountability
- ☐ Understanding the Enlisted Force

Master Job Qualification Standard (MJQS) and the AF Form 623, Individual Training Record: (Atch 1/Slide 3)

The MJQS is a template used by supervisors to identify and track the training of assigned airmen and NCO's. It identifies the training requirements for all assigned enlisted personnel. The MJQS is normally maintained by the Training Section, and may be signed out to build the individuals AF Form 623.

The AF 623 contains five sections: (Slide 4)

Career Field Education and Training Plan (CFETP): Have student read Part I, Pages 3-17. This will give the student an in-depth understanding of the 1C4X1 career path. Review CFETP with students and encourage questions on the usage and documentation of the CFETP. *Keep in mind that this is an area peoples careers are ruined if not properly maintained*

AF Form 797, Job Qualification Standard (JQS): The JQS is used to document training on equipment/procedures on areas not AFSC specific. Most additional duties are documented here.

AF Form 1098, Special Task Certification (STS): the STS documents training that require certification. These are areas outlined in the AFI 13-102. Refer to Tables contained is AFI 13-102 for clarification

AF Form 623a, OJT Continuation Training Sheet: The 623a is used to document anything important relating to the training of the individual. This would include but not limited to; dates starting/completing Career Development Courses (CDC), documentation of briefing work hours, expectation or interruption in the training process etc. Any inputs in this area must be signed and dated by the supervisor and trainer

Miscellaneous: Normally the items kept here are the PT score sheets, MFR's, Training Certificates, TAC trainer/TAC Tier Training Checklist and AF Form 2096 (Special Certification)

Disposition and maintenance of the 623 – (Slides 5 - 6)

The AF 623 is an official record of all training received by a trainee during their career. The information in this record must be current at all times and the responsibility of maintaining the record rests solely on the immediate supervisor.

The 623 is kept in a semi-secure area (usually the supervisors desk) (next slide). Normally the Flight CC/ALO is responsible for only one 623, the Flight Chiefs. The Flight Chief is responsible to ensure all supervisors in his flight keep their records secure, up-to-date and current

Keep in mind that if there's an accident on the range, whether A/C are involved or not, the investigation team will confiscate the individuals training record (AF 623) and check to see if the person was qualified to perform the task

Career Development Course (CDC) – (Slides 7 - 9)

Each person graduating from technical training is required to complete a three volume CDC. When the individual signs into the squadron, the Unit Training Manager orders the CDC's. Once the CDC's are ordered, it takes about three to four weeks for them to arrive. As the Flight Commander, you'll need to ensure your flight has a tracking system in place to ensure CDC completion is on schedule.

The following sequence is used when issuing CDC's to the supervisor and trainee (next slide)

- a. Issued to the Immediate Supervisor by the Training Manager
- b. The Immediate Supervisor will:
 - i. Documents arrival date of the CDC's on the trainee's 632a
 - ii. Inventory the CDC to ensure all items were shipped and that the proper CDC's were delivered
 - iii. Issue one (and only one) volume to the trainee. The trainee then has 30 days to complete the volume
 - iv. Administer the End of Volume (EOV) test (next slide)
 - v. Review the EOV test with trainee and assign additional training/issue next volume allowing the trainee 30 days to complete the next volume. During this process, document in 623a additional training/issue of next volume. Follow this same process throughout the course
 - vi. Once all three volumes are complete, order End of Course (EOC) test through the Unit Training Manager
 - vii. Document Course completion in the trainees 623

1C4X0 Specific Career Progression and Special Duty Pay – (Slides 10-19)

Career Field Progression (next slide)

The 1C4X0 career field is unique in its mission. When the career field was initially established, enlisted members were only authorized to control CAS under direct supervision of an officer. This all changed in 1984 when enlisted members were finally authorized to control CAS missions without supervision. Normal progressing in the career field is outlined in the JQS (pg. 8, fig. 2).

1C4's start of their careers as Tactical Air Command and control (TACC) Apprentices. As they progress in skill, they progress to become TACC Journeymen (5 Levels) then Craftsmen (7 Levels) and finally Superintendents (9-Levels)

Enlisted members authorized to control CAS are referred to as Enlisted Terminal Attack Controllers (ETAC). To become an ETAC, the 1C4 must be a volunteer, meet certain rank (E-4 and above)/time in career field requirements (12 months) and be recommended by the commander. Once selected, they received additional upgrade training and attended JFCC. After all additional training requirements are met; the ETAC receives a Standardization and Evaluation (S/E) checkride before controlling unsupervised CAS.

Enlisted Battalion Air Liaison Officer's (EBALO) are Senior TSgt ETAC's selected by the commander for exceptional knowledge and leadership abilities. EBALO's are given additional training at an official School and fill a special duty position authorized by the Aid Staff.

Flight Chiefs are normally Master Sergeants. The Flight Chief runs daily operations within the flight and have the overall responsibility for ensuring the training, and discipline within their flights

Squadron Superintendents report directly to the commander and advise him on operations and administrative matters. The person in this position normally has the greatest overall knowledge of squadron operations and advises all senior staff on squadron issues

Mission Ready (MR) Qualification (next slide)

All 1C4's must maintain MR status. There are two tiers of MR qualifications for 1C4's. The first MR category is the basic 1C4X0. The second category of MR Qualification is the 1C4X0 ETAC. Refer to AFI 13-102 for specifics on training and check ride requirements.

The following general procedures outline a typical sequence for members arriving at a new duty station. Keep in mind that from the date entered training, members previously certified as MR have 120 days to be re-certified. Members reporting directly from technical training have 12 months to become MR.

General procedures are as follows (next slide)

- a. Member signs into the Squadron (maximum of 30 day allowed for inprocessing)
- b. Member enters into training (this is now the members training start date)
- c. Supervisor interviews trainee and identifies training needs (next slide)
- d. Member is given required training and all paperwork is completed in 623
- e. Once training is complete, supervisor notifies training section
- f. Training section checks for completion of documentation and notifies S/E section that member is ready for checkride
- g. S/E section prepares formal notification of members checkride and passes notification to supervisor and member (next slide)
- h. Supervisor ensures member is ready for checkride and deconflicts dates
- i. Member is given written test NLT one day prior to evaluation (next slide)
- j. Member is evaluated by S/E and supervisor is debriefed. If member passes with zero deficiencies, the checkride is complete and paperwork follows. If additional training is required, it will be annotated on the checkride form. Supervisor will ensure follow-up training is complete and notify S/E when all additional training is done (next slide). If member fails either the test or field evaluation, they will be re-entered into training and a new evaluation date will be set. On all failures, the CC, DO and Squadron Superintendent will be debriefed along with the Flight CC/Chief, and supervisor.
- k. AF Form 623 will be updated with new dates and signatures

Special Duty Pay (next slide)

Due to this increased responsibility, the AF has authorized 1C4's Special Duty Pay (SDP). The amount of the SDP is reflected by the members experience level, certification and duty position. SDP is broken up into five tiers: SDP-1, 2, 3, 4 and 5. To start, stop or change a

members SDP the supervisor uses the AF Form 2096. The completed 2096 will be maintained in the members 623, miscellaneous section.

SDP Requirements (next slide)

1. SDP-1: 1C4 with less than 6 months experience (\$55.00)
2. SDP-2: 1C4 with at least 6 months but less than 12 months experience (\$110.00)
3. SDP-3: 1C4 with more than 12 months experience (\$165.00)
4. SDP-4: 1C4 Certified as an ETAC and hold SEI 914 (\$220.00)
5. SDP-5: 1C4 and E-6 or above performing duties as Battalion Air Liaison Officer; must be approved by AF/XOCE (\$275.00)

Skill Levels (Slide 20)

There are four skill levels awarded to enlisted members. They are broken into three tiers: 3, 5, 7 and 9 levels. Upgrade requirements are outlined in the CFETP on page 7, figure 1. Skill levels are based on rank, formal training and on-the-job training (OJT). As the Flight Commander, it's important you understand where a person should be in their training progression.

Required Schools – (Slide 21-22)

Professional Military Education is an important and necessary part of progression through the enlisted ranks. This is especially important for the 1C4 career field since they are separated from the Air Force for most, if not their entire career. In addition, most of these schools are required to move on to the next higher grade. Selection to attend is made by the members MPF and is based on time in grade, a promotion to the next higher grade as well as other factors. The required schools are: (next slide)

1. **Airman Leadership School (ALS):** SrA, 48 mo TIS or Line number for Staff and 12 months retainability
2. **Noncommissioned Officers Academy (NCOA):** TSgt or TSgt Select and 12 months retainability
3. **Senior Noncommissioned Officers Academy (SNCOA):** Normally in residence slots are reserved for SMSgt selects. MSgt selects are authorized and encouraged to enroll in the SNCOA by correspondence. Keep in mind that for an MSgt to be considered for SMSgt he normally must complete the SNCOA by correspondence or in residence.

Note: To be a supervisor enlisted members must be an E-4 or above and graduate Airman Leadership School.

Upgrade Schools (Jump, Air Assault, etc) and Request Procedures – (Slides 23-25)

There are a number of special schools offered for 1C4's. These include but are not limited to; Airborne, Jump Master, Ranger, Air Assault, Arctic/Water Survival and Pathfinder. These schools are very stringent and require the student's full attention to detail to graduate. Airborne, Air Assault, Ranger and Pathfinder courses normally have a 30-40 percent washout rate. Therefore it's imperative that only the best are selected to attend. This is why it's important for the Flight Commander and Flight Chief to be involved in the selection process.

The training section (next slide) will maintain the waiting list of volunteers. In addition, they will administer the PT test and ensure members selected to attend special courses are given the proper information for successful completion of the course.

In order to be selected (next slide) to attend Airborne, Air Assault, Pathfinder and Ranger courses, members must meet the following minimum pre-requisites:

- a. Volunteer
- b. Pass the US Army PT test 3 days in a row (Ranger standards are somewhat more stringent)
- c. Pass Class III Flight Physical

Equipment Accountability – (Slides 26 - 33)

Each person in your flight is issued equipment through the Air Force and Army. It's the responsibility of the Flight Commander and Flight Chief to ensure the equipment is properly maintained and accounted for. Keep in mind as the Flight Commander you're the focal point for setting the tone within your flight. The following paragraphs outline the procedures for issue and turn-in of equipment (next slide).

Army Central Issue Facility (CIF)

Most of the individual equipment issue you receive comes from CIF. Examples of individual equipment are: rucksack, canteens and ammo pouches. When being issued equipment from CIF ensure its serviceability and cleanliness. Double-check the hand receipt before signing for your issued equipment. CIF has a zero tolerance policy for lost or dirty items during turn-in upon PCS/ETS (next slide).

During your assignment if you break/wear out a piece of equipment issued by CIF, clean the item and swap it for a new one at CIF. Don't wait until its time to PCS/ETS before trading it in for a new one. If you or someone in your flight loses a piece of equipment, notify CIF immediately so the paperwork can be started to remove the piece of equipment from your records. Normally a report of survey must be done to determine negligence. The Squadron CC is the person who determines if there was negligence involved with the loss (next slide).

Squadron Issued Equipment

Personnel issued a vehicle will also be issued the field equipment associated with the weapons system. The additional equipment is locked in storage container located in the motorpool area. The only people who have a key to the locker are the individual, Flight Chief and Equipment Custodian. The procedures for issuing and returning equipment is as follows (next slide):

WEAPONS SYSTEM ISSUE

- a. Supervisor or individual sets date with equipment custodian to issue equipment
- b. Equipment custodian and individual inventory equipment together
- c. Equipment custodian prepares hand receipt
- d. Individual signs for equipment
- e. Equipment custodian signs members inprocessing worksheet, if applicable (next slide)

WEAPONS SYSTEM TURN-IN

- a. Supervisor or individual sets date with equipment custodian for turn-in
- b. Equipment custodian and hand receipt holder inventory equipment together
- c. Equipment custodian signs members out processing worksheet (if applicable)
- d. Equipment custodian returns hand receipt to member (next slide)

INDIVIDUAL EQUIPMENT ISSUE (Compasses, FAC Kits etc.)

- a. Individual sets date with equipment custodian for issue
- b. Equipment custodian and individual inventory equipment together
- c. Equipment custodian prepares hand receipt

- d. Individual signs for equipment
- e. Equipment custodian signs members inprocessing worksheet, if applicable (next slide)

INDIVIDUAL EQUIPMENT TURN-IN (Compasses, FAC Kits etc.)

- a. Individual sets date with equipment custodian for turn-in
- b. Equipment custodian and individual inventory equipment together
- c. Equipment custodian returns hand receipt (next slide)

Understanding the Enlisted Force – (Slides 34 - 51)

Walk-the-Walk (next slide)

As the leader of your Flight and leader in the squadron it's imperative you walk-the-walk and talk-the-talk. Boiling this down to its simplest terms:

1. **Support the Commander and Senior Staff Decisions.** If you have a disagreement, discuss it behind closed doors with those in charge. Once the decisions made, enforce it like it's your own. Keep your opinions to the contrary in the officer corps. Complaining to your Flight Chief or flight members will serve no useful purpose other than decrease morale in your flight (next slide).
2. **Be on Time.** One of the quickest ways for your people to lose respect for you is to short-change the workday. After awhile, you can be assured that your flight will follow your lead
3. **Insist your peer's lead by example.** Other flights can also affect your flights morale. If you see a flight slacking, pull the flight commander aside and refocus him on the standards of the AF and Squadron (next slide).
4. **Support Unit Activities.** Be a member of the Squadron Association. Attend all unit functions; Hail and Farewells etc. Host occasional Flight activities at you home. However, keep these professional and within AF standards (next slide).

Fraternization

First and foremost, do not fall into the fraternization trap. Enlisted members are taught from the outset of their career the distinct lines between the enlisted and officer corps. This by no means degrades the enlisted force. You and they have just made different career choices. As an Officer in the AF, the burden is solely on you to keep your relationships with enlisted members professional. Since most officers have not led a great number of enlisted members it's very easy to fall into addressing enlisted members by their first name or call signs. Using first names or spending off duty time with an enlisted member in your flight often leads to the perception of favoritism. Remember...perception "is" reality to some people. Do not allow yourself to be the cause of a morale issue in your flight or the squadron. If you want to take care of your people and be accepted by the enlisted force, focus on being a leader and not being one of the boys (next slide).

Complaining

Another way of becoming a liability to the squadron instead of a leader is to complain about your assignment as an ALO. It's a guarantee that complaining about your assignment or pay will fall on unsympathetic ears. The majorities of personnel you'll be leading normally spend their entire career with the army and see complaining about your assignment as whining. This is

especially true of the senior NCO's you will be working with. The airmen will see this behavior and react exactly the opposite of the NCO's. They will most likely pick up on your bad attitude and emulate the behavior. Remember...you're the leader here. It's almost a guarantee that you as the Flight Commander will set the tone in your flight. Only a strong SNCO will be able to offset an officer who continuously degrades the mission of their unit and the profession the enlisted member volunteered (next slide).

Physical Training (PT)

Lead from out front. Physical Training is a corps requirement of the career field. One of the best ways to enhance your leadership position within your flight is to participate in PT sessions. No one expects the Flight Commander to be the biggest stud on the PT field, but they do expect participation. Initially you may have trouble meeting the standard. Don't let this stop you. Most people are able to meet the standard within six to eight weeks with regular participation. Remember, there's most likely an old crusty SNCO you can workout with (next slide).

Being Hoo-ah

From day one at technical school the guys are being pumped up about being Gung-ho. One of the ways they do this is by motivating these young airmen are through various Army traditions. For example, formation runs, cadence calling and the well-known versatile verbiage referred to as Hoo-ah. This may seem to be too "Army" for an officer who just PCS'd into an unfamiliar environment. However, the reality is that this is now a part of the ROMAD tradition and bond of the career field (next slide). Therefore, making your squadron a no-Hoo-ah zone or promoting a hate the army environment is counterproductive to the psyche of your young airmen. Remember, you're a guest in the unit and tradition is permanent party. The men you're leading are not non-combatants; they are front line warriors and have a need to set themselves apart from the everyday airmen (next slide).

Feedbacks and EPRS

Feedback

When accomplishing the required feedback session take the time to do it properly. If you're not sure how to prepare for a feedback session refer to AF Pamphlet 36-2211, USAF Promotion Fitness Examination, Chap. 11, pg. 150 (next slide). At no time will you have a better opportunity to let the person know what makes "you" happy. The ratee, normally your Flight Chief, deserves detailed guidance and your true feelings on what will make them and the people in their flight successful while working for you. If haircuts are your pet peeve, tell them up front so they know the standard. Feedback doesn't stop here (next slide). If your Flight Chief is starting to move away from your guidance, pull them back into formation with private on-the-spot corrections. This will keep you both goal and standard oriented. You'll also need to address your flight as a whole once you assume command. Like you're one-on-one with the Flight Chief, let them know the standards you expect. And last but not least, enforce your and the AF standard (next slide).

EPR

Besides medals, EPR's are your only real way to reward outstanding performance. Giving someone who is average a 5 diminishes your ability to truly take care of your top-notch people. Don't fall into the trap of being a nice guy. Take a hard look at your people and insist the supervisors in your flight rate the people who work for them justly. Guidance for preparing EPR's is found in AF Pamphlet 36-2211, USAF Promotion Fitness Examination, Chap. 11, pg. 163 (next slide).

Medals

There are several medals someone serving as an ALO or 1C4X0 can receive. Typically they are the MSM, AF and Army Commendation Medal, AF and Army Achievement Medal and the Combat Readiness Medal. Preparing and routing of the AF medals are the same as when stationed on an AF Base. Preparing Army Medals are somewhat different and routing varies on the location. Although the Army awards Army medals, it's normally the Flight Commander or Flight Chief who writes and prepare the Army form for submission (next slide). The DA Form 638 is straightforward and easy to fill out. See the unit orderly room for guidance on finding the form. Signature blocks and exact routing protocol will come from the supported Army unit (next slide).

Disciplinary Options

As a Flight commander you have several tools to choose from for disciplining your troop. Keep in mind to use the least severe form of discipline required to rehabilitate the offender. The normal sequence for disciplining your people are verbal counseling, written counseling, verbal admonishment, written admonishment, verbal reprimand, written reprimand and Article 15 action (next slide). The Squadron Commander may only administer article 15 actions, however you have the option of recommending article 15 actions to them.

Unlike officer reprimands and counseling, the repercussion for enlist members are minimal. Using these types of discipline tools on the enlisted force is not career ending. The same is true of Article 15 action if it happens early in the member's career. There is more than one Senior Master Sergeant and Chief with Article 15's in their records out there. Bottom line here is, don't be afraid to document substandard performance. If all goes well, the member will become a model troop, and if not, then you have the documentation necessary to remove the nonproductive member from the Air Force. For guidance on the proper format for written documentation see the unit First Sergeant or refer to the 9th ASOS Supervisory Guide to Administrative and Disciplinary Actions.

CONCLUSION – (Slide 52)

The intent of this lesson plan wasn't to make you an expert on the enlisted force. It was aimed at providing you the knowledge and awareness to find the answer to possible situations you may encounter. It also gives you some insight of the views of the enlisted force. Hopefully this will allow you to circumvent possible pitfalls and allow you the opportunity to hit the ground running as a leader in the 9th ASOS, a combat focused unit.